

SUMMARY OF CHANGES MADE TO HRD-1 FORM INSTRUCTIONS

Page	Item No.	Existing	Changed to
2			Added Table of Contents

Establishment Of Civil Service Positions

3	2	Position Number NOTE: Departmental Personnel Office staff please make sure that the position number assigned by the HRMS system is entered on the form before sending to WPD/CLASSIFICATION .	Position No. NOTE: Departmental Personnel Office staff please make sure that the position number assigned by the HRMS system is entered on the form before sending to Employee Classification and Compensation Division (ECCD)
5	14e	Job Share, w/Pos. No.	FTE Share, w/Pos. No.
7	23	Note: If the Curr Job Code is different from the Auth Job Code (Field #20), the position may have been JM'd down to a lower level. If this is the case, the Delegated B Action (MODA) box in Field #12, Type of Action should also be checked.	Note: If the Curr Job Code is different from the Auth Job Code (Field #20), the position may have been reallocated for recruitment purposes down to a lower level. If this is the case, the Reallocation for Recruitment box in Field #12, Type of Action should also be checked.
7	26	Check the Approved or Disapproved as appropriate	Check the Approved or Disapproved box as appropriate

Establishment Of Civil Service Positions

Documents Submitted To Employee Classification And Compensation Division

8			<u>Added:</u> ESTABLISHMENT OF CIVIL SERVICE POSITIONS to heading for "Documents Submitted to Employee Classification and Compensation Division"
8		Documents Submitted to WPD/Classification	Documents Submitted to Employee Classification and Compensation Division
8		HRD 256CS	HRD 256

Redescription/Reallocation Of Civil Service Positions

10	12	If the position is being JM'd, check the Delegated B box Action (MODA) .	If the position is being reallocated for recruitment purposes , check the Reallocation for Recruitment box
11	14a-14h	Job Share, w/Pos. No.	FTE Share, w/Pos. No.

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Establishment Of Civil Service Positions

Documents Submitted To Employee Classification And Compensation Division

14			<u>Added:</u> REDESCRIPTION/REALLOCATION OF CIVIL SERVICE POSITIONS
		Documents Submitted to WPD/Classification	Documents Submitted to Employee Classification and Compensation Division
14		HRD 256CS	HRD 256

Reallocation for Recruitment (FKA “Joint Memo” or “MODA”)

15-18	Inserted instructions for Reallocation for Recruitment.		
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Changing Characteristics of Civil Service Positions

20	14a-14h	Job Share, w/Pos. No.	FTE Share, w/Pos. No.
21		SEND ONE WHITE COPY OF FORM HRD-1 TO WPD/CLASSIFICATION FOR FILING.	SEND ONE WHITE COPY OF FORM HRD-1 TO EMPLOYEE CLASSIFICATION AND COMPENSATION DIVISION

Extension of Civil Service Positions

23	14a-14h	Job Share, w/Pos. No.	FTE Share, w/Pos. No.
25		SEND ONE WHITE COPY OF FORM HRD-1 TO WPD/CLASSIFICATION FOR FILING.	SEND ONE WHITE COPY OF FORM HRD-1 TO EMPLOYEE CLASSIFICATION AND COMPENSATION DIVISION

Abolishment of Civil Service Positions

	12	Enter the effective date of abolishment in the Eff Date blank.	Enter the effective date of abolishment in the Eff Date blank (first day of inactivity).
	13a-14h	Job Share, w/Pos. No.	FTE Share, w/Pos. No.
27		SEND ONE WHITE COPY OF FORM HRD-1 TO WPD/CLASSIFICATION FOR FILING.	SEND ONE WHITE COPY OF FORM HRD-1 TO EMPLOYEE CLASSIFICATION AND COMPENSATION DIVISION.

NEW “ELECTRONIC” FEATURE FOR THE HRD-1 INSTRUCTIONS

Links to the instructions have been made in the Table of Contents and can be accessed by clicking on the page number which will bring you to the corresponding instructions.

NEW “ELECTRONIC” FEATURE FOR THE HRD-1 SAMPLES

Links have been established for HRD-1 samples for the various types of actions. To use the link, press Ctrl + G to get to the dialog box below and select the sample you wish to use by double clicking on it.

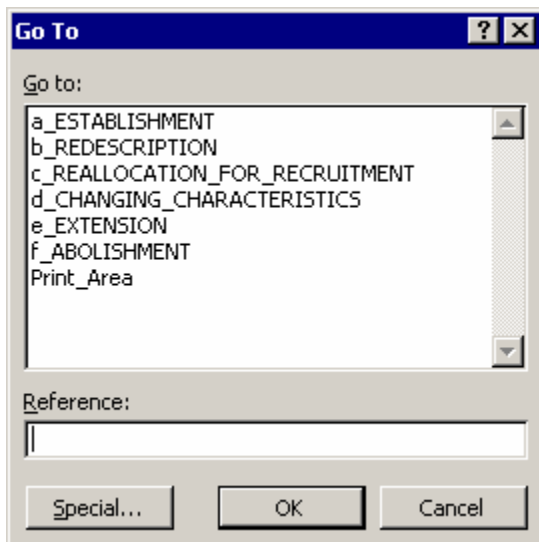


Figure 1